



## STATE OF WASHINGTON

### DEPARTMENT OF SOCIAL AND HEALTH SERVICES

P.O. Box 45201, Olympia, Washington 98504-5201

## ITEIP CLARIFICATION MEMO

September 12, 2008

**08-001**

**TO:** Early Intervention Services Contractors and Providers  
Family Resources Coordinators  
State Interagency Coordinating Council  
SICC Committees

**cc:** DDD Administration and Region Offices  
Other Interested Parties

**FROM:** Sandy L. Morris, Program Director  
Infant Toddler Early Intervention Program (ITEIP)

**SUBJECT:** **ITEIP PARENT/FAMILY OUTCOMES SURVEY**

**PURPOSE:** To provide guidance and policy clarification on the Infant Toddler Early Intervention Program (ITEIP) and DSHS Administrative Policy.

**BACKGROUND:** The Infant Toddler Early Intervention Program is implementing changes in the way Parent/Family Outcomes Surveys are distributed and administered. Per ITEIP data system announcement to users, beginning no later than October 1, 2008, the Washington Parent/Family Outcomes Survey must be printed from the ITEIP Data Management System and used as further defined below.

By changing when and how the survey is distributed, the Parent/Family Outcomes Survey response rate and improved survey participation by non-English speaking families should be increased. This change should make it easier to obtain a Parent/Family Outcomes Survey. Anytime a Parent/Family Outcomes Survey is needed, a copy can be printed directly from the ITEIP Data Management System by going to the ITEIP Today screen. (See printing directions below.) The Parent/Family Outcomes Survey will be available in either English or Spanish.



INFANT TODDLER EARLY  
INTERVENTION PROGRAM  
PO Box 45201 ♦ Olympia WA 98504-5201  
TTY 360-407-1087 ♦ FAX 360-725-3523  
Voice 360-725-3500  
<http://www1.dshs.wa.gov/iteip>



Washington State  
Department of Social  
& Health Services

**ADSA** Aging & Disability  
Services Administration

**WHAT'S NEW,  
CHANGED, OR  
CLARIFIED:**

A Parent/Family Outcomes Survey must now be offered to families at least once a year during the Annual IFSP and/or Transition IFSP meeting process. The Family Resources Coordinator (FRC) is responsible for giving the Parent/Family Outcomes Survey to each family during their required survey times. Offering the survey at these times will ensure non-English speaking families have access to needed interpreter services and will also ensure families previously unable to participate in the survey, due to past distribution timelines and methods, will now be able to give their input. (Surveys do not need to be offered at time of initial IFSPs.)

**ACTION:**

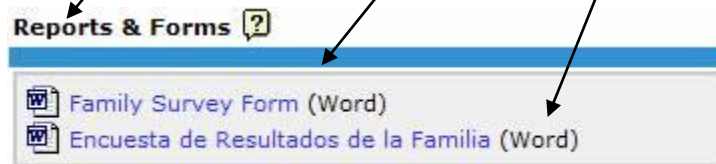
A preaddressed, stamped envelope must also be provided when distributing the Parent/Family Outcomes Survey. When the survey is completed, the family should be directed to enclose and seal it in the stamped, preaddressed envelope. The FRC will ensure the Parent/Family Outcomes Survey is mailed to ITEIP, either by the family or the LLA. Survey envelopes are provided this year by ITEIP. Please distribute to all FRCs for the Parent/Family Outcomes Survey use only.

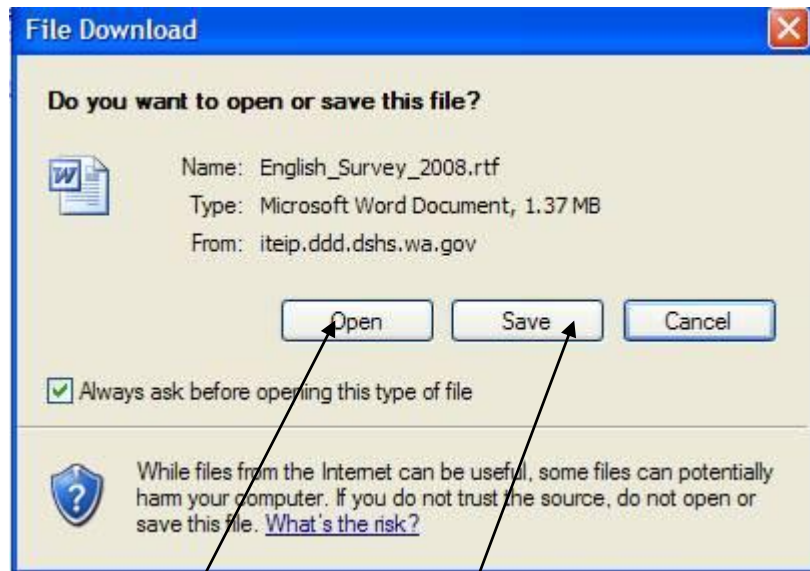
Please make local changes needed to implement this change by October 1, 2008. Please direct your questions about either the Parent/Family Outcomes Survey and/or your questions about its distribution to your ITEIP Program Manager.

**RELATED  
REFERENCES:**

**PRINTING DIRECTIONS**

The form can be printed in either English or Spanish and is available on the ITEIP Data Management System, on the ITEIP Today screen under Reports and Forms.





Choose Open and Print or Save and Print to obtain a Parent/Family Outcomes Survey for distribution.

**ATTACHMENTS:** None

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